

Newport & Bristol County Convention & Visitors Bureau

DBA Discover Newport

Board of Directors Meeting

12pm – Tuesday January 21, 2014

Held at:

The Gateway Information Center

3rd Floor Conference Room

MEETING MINUTES:

The meeting was called to order at 12:03pm by Chairman Len Panaggio.

BOARD MEMBERS IN ATTENDANCE WERE:

Len Panaggio, Barbara Pelletier, Stephan Brigidi, Greg Fater, Laurie Stroll, Rocky Kempenaar, Duncan Maio,

Katie Wilkinson, Matt Gineo, Rick Peckham, Paul Rodrigues, Brewer Rowe, Marlin Scalzi, Kathleen Seguin

BOARD MEMBERS ABSENT & EXCUSED WERE: Nancy Blount, Pieter Roos, Karen Oakley

BOARD MEMBERS ABSENT & NOT EXCUSED WERE:

STAFF PRESENT WERE: Evan Smith, Kathryn Farrington, Tim Walsh, Alyson Adkins, Cathy Morrison, Anna Duffy

NOTE: The Jamestown board seat is currently vacant.

GUESTS PRESENT WERE: Susan Gill of the Tiverton EDC

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for November, 2013 were reviewed. A motion to accept the minutes was made by Katie Wilkinson and seconded by Greg Fater. The motion passed unanimously.

II. TREASURER'S REPORT:

The treasurer's report for November and December 2013 was read by Treasurer, Katie Wilkinson. City Bed Tax for October, 2013 was up +2.39%, YTD. Regional Bed Tax was up +6.02%, YTD. Bristol Bed Tax was up +7.45%, for a combined YTD Bed Tax, through October, 2013 up +3.38%. She reviewed the revenues and expenses for the months of November and December, 2013. A motion to accept the Treasurer's report for November, 2013 was made by Kathleen Seguin and seconded by Stephan Brigidi. The motion passed unanimously.

III. PRESIDENTS REPORT:

Evan Smith reported on the following:

- Evan briefed the board on the first quarter of 2014 and the various staff activities.**
- He reviewed a report on the 1% meals tax revenue which is reimbursed to the nine towns to be used as they designate.**

- The Jamestown seat on the board vacated by Jeff McDonough still needs to be filled by the Jamestown Town Council with a person from the hospitality field. Discussion followed.
- Evan explained that the barriers being installed by RIPTA on the Pell Bridge will be in two phases. The hard plastic devices are intended to alert drivers to stay within their lane, and are only meant as a temporary measure until a permanent solution can be approved.
- Evan will be attending a RI Foundation meeting in Providence on 1/23/14. RI Economic Development will be discussed. He will monitor and report back to the board.
- He was asked by the Financial Review Committee of the Newport City Council to present on the current landscape of travel and fees. They will be discussing: state, city and private sector fees and taxes on January 23rd at the Newport Library at 6:30pm.
- The staff is working on the 2014 budget. Our fiscal year ends on 3/31/2014.

IV. COMMITTEE REPORTS:

A. FACILITIES:

Stephan Brigidi reported on the following:

- Stephan reported that the committee has given the go ahead on the installation of windows in the lobby. It should be a three week project, weather permitting. A schedule of work will be provided prior to May 1st.

B. GOVERNANCE:

Greg Fater reported on the following:

- There was no committee meeting held.

C. FINANCE:

Katie Wilkinson reported on the following:

- The Finance Committee will meet on 2/5/14 at 4pm for an in depth meeting on the development of the new budget. A proposed new budget will be available at the February board meeting and will be voted on at the March meeting. The new fiscal year begins on 4/1/14.

V. STAFF REPORTS:

A. SALES:

Tim Walsh, Vice President of Sales updated the Board on the current status and upcoming events of the Sales Department. Sales department is very busy during the first 60 days of 2014 with trade shows in NYC, Boston, Nashville and Dublin. Sponsored webinars added 2,000 names to our database.

B. MARKETING:

Kathryn Farrington, Vice President of Marketing updated the Board on the current status and upcoming events of the Marketing Department. Launch of the newly redesigned wedding website DiscoverNewportWeddings.org. Tile ads for featured venues will be sold.

C. OPERATIONS:

Cathy Morrison, Vice President of Operations spoke of the Visitor's Center preparations for snow storms, the new windows installations and ordering for the store in bulk now. An energy audit will take place the first week in February to determine how we can save on electricity. Newport will be getting all of the trolley buses from

Providence. Mark Therrien, AGM of planning at RIPTA has applied for a federal grant to replace the canvas awnings with hard top structures outside the Visitor's Center in 2015.

VI. UNFINISHED BUSINESS:

Greg Fater stated that the bridge commission has made no recommendations to the state on the bridge toll issue or funding alternatives. Discussion followed.

VII. ADJOURNMENT:

A motion to adjourn was made by Len Panaggio and seconded by Rocky Kempenaar. The motion passed unanimously. The meeting adjourned at 1:12pm.

**The next Board Meeting will be held
Tuesday, February 18 @ 12pm
at The Gateway Center
23 America's Cup Ave. Newport, RI**